

STATE OF CALIFORNIA

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Date: April 7, 1999

PERSONNEL LETTER # 99-010
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) UPDATE FOR BARGAINING UNIT 03 DEPARTMENT
CHAIR SALARY STEP AND STIPEND PAY CHANGES

As outlined in Personnel Letter #99-007 (Bargaining Unit 03 General Salary Increase), a resolution passed by the Board of Trustees of the California State University (CSU) provides various salary changes for Bargaining Unit 03 employees. This Personnel Letter addresses the Department Chair changes. Separate Personnel Letters will be issued on the Service-based Salary Increase (SSI) and the Faculty Merit Increase.

Effective 07/01/98, the salary step maximums for the Department Chair classifications (excluding Designated Market Discipline classes) have an additional four (4) steps added above the current top step of each class and range. This results in a newly established salary range maximum that is eight percent (8%) higher. The CSU's Human Resources/Information Support and Analysis staff reconstructed the payscales to incorporate the four additional steps based upon the salary schedule in effect 07/01/98. The revised schedule is available for campus review via CIRS Compendium Report Code G20, Cycle 9807.

As a result of the additional steps, the Personnel/Payroll Services Division (PPSD) identified the Department Chair employees who currently have an anniversary date equal to 'MAX'. The affected employees' anniversary date must be changed to '99/99'. Therefore, PPSD processed (on 03/31/99) a CRO transaction effective 07/01/98 for employees with an anniversary date of 'MAX' as of 07/01/98. The CRO transaction also added MOU/ANNI DATE in Item 215 (Employment History Remarks).

Further, Department Chair employees shall have their stipend pay incorporated into their department chair position salaries effective 04/01/99. The stipend amount is to be reflected as a Plus Salary rate (Item 815) on the employees' EH records via the CRO transaction.

Transaction Code (Item 205) = CRO
Effective Date (Item 210) = 04/01/99*
Employment History Remarks (Item 215) = DeptChairStip
Detail Transaction Code (Item 719) = 73

Plus Salary (Item 815) = Rate of Stipend plus SSI amount (if applicable/posted) until the
'open range' salary structure is implemented.

NOTE: When an employee is reassigned from the Department Chair class, Items 719 and 815
must be deleted.

* The Effective Date is 03/29/99 for academic employees at Extra Quarter campuses. The
effective date is 04/05/99 at San Bernardino.

Refer to Technical Letter HR/SA 99-03 for further information related to the Department
Chair changes. If you have any questions regarding the EH processing information, please
contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah